Tasking Memorandum No. 00- 150
Memorandum For Cdrs DCMDs, SFAs, CLRs, District ISSOs
Subject: Alerts Phase II Customer Training Deployment
Date: March 8, 2000
Suspense Date: April 14, 2000
Target Audience: Cdrs DCMDs, SFAs, CLRs, District ISSOs

Requirement(s):

Objective: To communicate the DCMC Alerts Phase II Training Deployment Strategy
and the actions that are necessary to ensure successful training support to the Alerts
Customer users.

Status: In order to support customer needs, the Alerts Phase II Customer Access Module
was redesigned and has been successfully tested to function with both Internet Explorer
and Netscape web browsers. Accordingly, we are ready to begin the Alerts Phase II
training deployment. A complete schedule of the Alerts Phase II training and deployment
is available on the Alerts Team Web Site at the following address:
http://www.dcmc.hq.dla.mil/teaminfo/Alerts/Resources.htm

Overall Strategy: For Customers that currently use Alerts Phase I, DCMC will provide
training to the Customers' trainer cadre. This will enable the Customer to train their
workforce in the manner that best supports their needs. The Customer training will be
offered prior to deployment of the Phase II application, to prevent a disruption in service
to the Customer during the deployment. After Phase II is successfully deployed
(currently planned for June 2000), DCMC will work to bring additional Customers
online.

Several copies of the Customer training materials will be shipped in the near future to
applicable CLRs at current Phase I operational sites. The materials are also available on
the Alerts Team web site, http://www.dcmc.hq.dla.mil/teaminfo/Alerts/UsrManls.htm,
for the Customer to supplement their training efforts.

District Responsibilities:

- The Districts will execute the Alerts Phase II Training and Deployment plan to
  include the Alerts Customer training.
- The Districts will coordinate the availability of the students, training facilities, receipt
  of training materials, and connectivity to the training database with the Customer and
  the appropriate CLRs.
- The Districts' Phase II Lead will be responsible to provide the Customer trainer cadre
  training sessions, and will report status to the HQ Alerts Project Manager by the third
  workday of the month.
- The Districts' Phase II Lead will be responsible for and work with the CLRs and
  Customers to develop a Customer maintenance process for their data.

- The District ISSO will assign Customer user IDs and passwords, activate Customer user accounts in the Alerts Phase II application, and notify Customer users through the CLRs.

Alerts CLR IPT Representative Responsibilities:

- The Alerts CLR IPT Representative (Mr. Tom Corey) will act as the focal point between DCMC's Customer CLRs and the District Alerts Phase II Leads and will:
  - Assist in the coordination of Customer Alerts Phase II training, as necessary.
  - Immediately report any problems to the appropriate District Alerts Phase II Leads.
  - Work with the CLRs, Districts, and Customers to develop a Customer maintenance process for their data.

CLR Responsibilities:

- **The CLR will act as the focal point** between the Customer and the Alerts IPT to facilitate execution of the Customer Alerts Phase II training plan and deployment.
- **Assist the customer in processing the Alerts security form** for applicable customer users, to ensure they are established on the Alerts Phase II Customer table and receive appropriate logon and password assignments. The security form and instructions are available at the following web site: http://www.dcmc.hq.dla.mil/teaminfo/Alerts/security.htm. **CLRs should provide completed security forms to the appropriate District ISSOs below by April 14, 2000. NOTE: Due to mandatory DoD security requirements, all users must now have a unique individual logon ID and password. Users will not be able to access the Alerts Phase II application without this new logon ID and password. This is different from Phase I, which utilizes a generic access. Upon deployment of Phase ZI, Phase I will be disabled.** CLRs should forward completed security forms to their lead District ISSO below.
  - Forms for AMCOM (ATCOM, MICOM), CECOM, DSCC, DSCP, DSCR, NAVICP (M, P), TACOM/TACOMRI (ARDEC, ACALA) and WR-ALC should be sent to the following address:
    > Defense Contract Management District East
    > DCMDE-DS
    > Attn: Robbie Munnis
    > 495 Summer Street
    > Boston, MA 022 10
    > (phone: 617-753-4597)
  - Forms for HSC, OC-ALC, 00-ALC, SA-ALC, and SM-ALC should be sent to:
    > Defense Contract Management District West
    > DCMDW-DS
    > Attn: Carolyn S. Jones
    > 18901 South Wilmington Avenue
    > Carson, CA 90746
    > (phone: 3 1 o-900-6064)

- **Assist Customer's selection of trainers as needed.** Recommended considerations for trainers include, but are not limited to:
    - Experience with Alerts Phase I
    - Experience using computers and web based applications
    - Experience as a trainer
    - Ability to train according to the customers' training needs
- **Coordinate** the availability of the students, training facilities, receipt of training materials, and connectivity to the training database with the Customer and the appropriate District Alerts Phase II Lead.
- **Include** in their Monthly Liaison Reports, the customer training status each month. Reporting will include such items as training schedule; number of students trained per week; estimated completion date of all training; and identification of problems, impacts, and actions taken or required.
- **Immediately report** any problems to the Alerts IPT CLR Representative.

Customer training must be completed by June 2, 2000, prior to full fielding of the Alerts Phase II application and Initial Operational Capability. Any schedule slippage beyond these dates will impact successful deployment of the application in a timely manner. Potential schedule slippage must be reported as soon as possible.

Logistics:

- The Customer trainer cadre training session is one day.
- Training will be provided at the Customers' facilities, unless other arrangements are made.
- Travel for DCMC trainers to train the Customers Alerts training cadre is centrally funded with District Automated Information System funding. DCMC trainers must ensure the travel cost is funded with the appropriate fund cite, and that the actual travel costs are reported to the Districts.
- The PLAS process code for this training is 217A (Dev/Conduct Training) and the program code is NP054 (AIS Deployment Training).

Points of Contact for Further Information:

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Signature:

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